

DOCUMENTATION OF EMS OBJECTIVES, TARGETS, AND ENVIRONMENTAL MANAGEMENT PROGRAMS

Instructions and Format for Generating Objectives,
Targets, and Environmental Management Programs

INSTRUCTIONS

Section I -- Significant Environment Aspect, Objective, and Target (Completed by ES&H Division)

- C Give a brief description of (1) the significant environmental aspect/impact being addressed, (2) the specific objective, (3) how the objective will help to address the impact or potential impact, (4) the target, and (5) the general means by which NETL expects to accomplish the target.
- C List/describe who the significant aspect/objective applies to or affects (e.g., everyone at NETL, only employees in a certain building, local residents).

Section II -- Environmental Management Program (Completed by Line Manager or RP)

The purpose of this section is to present an action plan that supports the achievement of the objective and target.

- C Provide specific actions, tasks, or milestones that need to take place to reach the objective and target.
- C Provide assignment of responsibility for completing each activity.
- C Provide a time schedule for completing various activities.
- C Provide an estimate of required resources (e.g., FTEs and other direct costs) for executing each activity.
- C Identify any measurable performance indicators or means to track performance (e.g., measuring effectiveness of the EMP) in achieving the objective and target.

Section III -- Existing Operational Controls and Procedures (Completed by Line Manager or RP)

- C Identify current operational controls, procedures, and any plans that are already in place to address the significant aspect.

Section IV -- Training (Completed by Line Manager or RP)

- C List specific training that needs to be developed and/or obtained to ensure the effectiveness of the EMP. Please list what training is necessary, when will the training take place, who will need to get trained, and who will perform the training.

Section I -- Significant Environment Aspect, Objective, and Target (Completed by ES&H Division)

Significant Environmental Aspect	Objective and How It Addresses the Significant Environmental Aspect	Target and the Recommended Means by Which the Target Will Be Achieved	Scope of Impact of Environmental Aspect and Objective/Target
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<p>Potential Exposure to Toxic Chemicals and Energy Releases</p>	<p>To decrease risk levels to the environment and to workers associated with chemical and / or energy releases (or potentials to release) from NETL's chemical handling and dispensing facility / operations. Critical risk reduction strategies include facility upgrades; strict enforcement of the labeling policy for the chemicals; and full implementation of an inventory request system to determine if there are opportunities to reduce the quantities of unused / outdated chemicals on-site.</p>	<p>Perform at least 2 significant facility and process "fixes" to chemical handling and dispensing facility / operations in FY2002 in order to lower risk levels by 2005</p>	<p>For a variety of reasons, NETL-PGH's chemical handling facility and its associated buildings may pose potential chemical exposure risks to employees and the local environment. Addressing this aspect would result in decreased potential for toxic chemical exposures for employees and the surrounding environment. Working conditions would improve and the probability of accidents would be reduced.</p>
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Section II -- Environmental Management Program (Completed by Line Manager or RP)

Task, Activity, or Milestone	Schedule (Start and Ending Dates)	Responsibility Assignment	Resources Required (FTEs and Other Direct Costs)	Additional Performance Measures to Track Progress
New Roof for Building 64	May 2002 - July 2002	Site Operations	\$120K	Check to see if roof is constructed and doesn't leak.
New walls, doors, and HVAC for canopy areas in 64	July 2002 - Sept 2002	Site Operations	\$200K	Check HVAC for appropriate ait changes and ensre doors work.
Seal Floor for Building 64	September 2002	Site Operations	\$220K	Make sure the floor is completed sealed.
New Roof for Building 92	May 2003 - July 2003	Site Operations	\$120K	Check to see if roof is constructed and doesn't leak.
New walls, doors, and HVAC for canopy areas in 64	July 2002 - Sept 2002	Site Operations	\$200K	Check HVAC for appropriate ait changes and ensre doors work.

Section II -- Environmental Management Program (Completed by Line Manager or RP) (Continued)

Task, Activity, or Milestone	Schedule (Start and Ending Dates)	Responsibility Assignment	Resources Required (FTEs and Other Direct Costs)	Additional Performance Measures to Track Progress
Seal 92 floor.	Sept 2003	Site Operations	\$220K	Make sure the floor is completed sealed.

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Section III -- Existing Operational Controls and Procedures (Completed by Line Manager or RP)

None in place.

Section IV -- Training (Completed by Line Manager or RP)

What training is necessary?	None
When will training take place?	N/A
Who will need to get trained?	N/A
Who will perform the training?	N/A
How will the training be documented?	N/A

Signature and Date: _____

Line Manager or RP

Signature and Date: _____

EMS Coordinator